

**SUPERIOR COURT OF  
CALIFORNIA**



**COUNTY OF ALAMEDA**

**JOB ANNOUNCEMENT**

**EOE/ADA\***

\*If you need assistance with the application process  
because of a disability, please call (510) 271-5153 or  
TDD (510) 465-3929

**24 HOUR JOB  
HOT LINE #**

**(510) 208-3906**

[www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)

**LEGAL RESEARCH ATTORNEY**

**SALARY RANGE:** **\$2,639.20 - \$3,397.84 Bi-Weekly + Mgmt Benefits Package**

**FINAL FILING DATE:** **Wednesday, April 5, 2006 at 5:00 p.m.**

**FILING REQUIREMENTS:** Application packet must include: Cover letter, completed court application form, resume, writing sample (not to exceed 5 pages), and three professional references who may be contacted immediately.

**Please send to:**

**Superior Court of California, County of Alameda  
Human Resources & Labor Relations Bureau  
1225 Fallon Street, Room 105  
Oakland, CA 94612**

The Superior Court of California, County of Alameda is accepting applications for the position of Legal Research Attorney. Under general direction, the incumbent researches legal issues and recommends judicial action on criminal and/or civil legal matters in support of law & motion and trial calendars; and performs other related duties as assigned.

**TYPICAL DUTIES**

1. Gathers information regarding legal issues presented to the Court, (e.g., motions, pleadings and writs) by conferring with counsel and other parties, conducting informal hearings, and reviewing case files, legal documents and exhibits.
2. Identifies, researches and analyzes legal issues and conflicting legal opinions; researches citations submitted by attorneys; and conducts self-directed independent research as may be needed to further clarify issues and reach sound judicial decisions.
3. Prepares comprehensive memoranda detailing relevant legal issues, addressing argument strengths and/or weaknesses and recommending judicial action.
4. Recommends judicial action, verbally and in written form; on behalf of the judicial officer, prepares court rulings, statements of decision, orders and judgments, and formal appellate bench memoranda.
5. Mediates discovery disputes; conducts *ex parte* hearings; approves *ex parte* orders/applications; and may conduct hearings on minor matters in accordance with local policy and need.

## **TYPICAL DUTIES** – (Continued)

6. Confers with judicial officers, attorneys, court services staff and the public on procedural matters; advises the Court on legal aspects of administrative and operational issues; and prepares reports summarizing legislative and/or judicial action or trends and other matters not directly related to caseload.
7. Updates law library materials and performs other collateral services in support of the assigned caseload and judicial officer; and participates in the development of team resources and services.
8. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education**

Completion of a Juris Doctorate degree from an accredited college or university and any combination of training and experience that could provide the desired knowledge and abilities.

## **LICENSE REQUIREMENT**

Current active membership and good standing with the State Bar of California.

## **KNOWLEDGE AND ABILITIES**

***Knowledge of*** legal principles and applications to matters within area of assignment; scope of statutory law; provisions of the California Constitution; legal research methods; rules of evidence and conduct of proceedings in trial, appellate and United States courts; judicial ethics; word processing and other office automation software.

***Ability to*** listen to and interact with counsel and others involved in the assigned caseload; identify legal issues and research statutes and case law; apply legal principles to case facts and make decisions; prepare and present verbal and written legal analyses and recommendations; coordinate work with others; work in an environment with conflicting priorities; recognize and respect limit of authority and responsibility; uphold judicial ethics; and work independently and as part of a team.

## **GENERAL INFORMATION**

This is a full-time management position. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

***Benefits include health and dental insurance for employee and dependent(s), retirement plan, deferred compensation option, 13 holidays; life insurance; accrual of 10 vacation days and 13 sick days/year; Employee Assistance Program; and Management Benefits (cafeteria plan, educational reimbursement plan, payment of Bar Membership dues, management leave days, and supplemental insurance options).***

**GENERAL INFORMATION** - Continued

The examination process will include three components:

- (1) An initial screening of all application materials received by the filing deadline, including Court employment application, resume and writing sample.
- (2) A review of the applications, resumes and writing samples to select the best qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

*Application forms may be obtained at the  
Human Resources & Labor Relations Bureau,  
1225 Fallon Street, Room 105, Oakland,  
8:00 a.m.-5:00 p.m., Monday-Friday,  
at our website, [www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)  
or by calling our 24-Hour Job Hotline at 510-208-3906.*

Distribution: All SCT; AOC, Executive Team, Official Bulletin Boards, Legal Newspapers, LRAs, ACBA/Min/Spec Bars, Bar Assns; Co. Depts, City/Co. Psnl, Diversity, HR State/Bay Area Trl Courts, ALACo HR Dept; Law Schls, ACMEA Business Representative & represented Employees

Opened on March 20, 2006 with an application filing deadline of April 5, 2006.